



**Generator Maintenance for the City of Sedona  
Wastewater Pump Stations and Police Department  
Request for Bid**

The City is accepting bids from licensed and insured firms to service and maintain seventeen (17) emergency generators for the City of Sedona. The contractor shall provide preventive maintenance services in accordance with the specifications listed herein. The service is necessary to maintain the liquid propane/diesel gas generators, which provide emergency power to the wastewater pump station systems located throughout the City and the generator located at the Sedona Police Department.

**I. Specifications And General Requirements**

**A. Specifications And General Conditions:**

1. Level I Maintenance, on a semi-annual basis shall be performed in April and October of each year, with the following preventative maintenance requirements to be performed:
  - a. Inspection of cooling system fan, fan blades, remote cooling fan motor.
  - b. Inspection of all cooling system hoses and adjustment of hose clamps, if necessary.
  - c. Inspection of engine belts, checking belt tension, and adjust or repair, if necessary.
  - d. Inspection of engine block heater for proper operation, temperature and flow.
  - e. Inspection and cleaning of generator controller and interior, if required.
  - f. Inspection of shut down functions, including emergency stop for proper operation.
  - g. Inspection of Automatic Transfer Switch for proper operation (with or without load).
  - h. Checking of settings for Automatic Transfer Switch.
  - i. Verifying proper operation of annunciator panel.
  - j. Checking of all bulbs in controller and elsewhere for proper operation.
  - k. Inspection and testing of both the engine battery charging alternator, and the system battery charger. Make adjustments, as necessary.
  - l. Generator set will be started and run, to verify proper operation of unit.
  - m. Inspection and adjustment of all gauges.
  - n. Inspection of anti-freeze/coolant level.
  - o. Inspection of generator for oil, fuel and coolant leaks.
  - p. Inspection of air induction exhaust system and silencer for leaks, cracks and deterioration.
  - q. Draining of moisture from exhaust piping (if equipped).
  - r. Checking batteries for water level, level of charge and corrosion on terminals.
  - s. Checking of fuel system, including day tank of transfer tank (if equipped).
  - t. Maintenance and service requirements for Transfer Switches, Controller, Switch Gear Cubicles, and Transformers to be conducted on a.
    - i. Clean cabinet, controls, timers, and furnish contacts as needed.

- ii. While under load and while generator is operating, conduct infrared heat checks on all cabinet connectors, terminals, transformers, and contacts, as well as switch gear.
    - iii. Check, record, and report millivolt readings in panels and correct any findings that are not within working parameters.
    - iv. Check and replace Pilot lamps.
    - v. Inspect all transformer cables and connections. Correct all hot spots and/or report discrepancies.
    - vi. Check, record, and correct any interlocks found in panels.
    - vii. Inspect all contact points and report all problems. Correct as required.
  - u. Provide remedial maintenance service, either to repair or replace components that prove defective or become worn out under normal use.
  - v. Parts will be furnished on an exchange basis and will be equal to or better than original equipment.
2. Level II maintenance, on an annual basis in April of each year, the following preventative maintenance requirements will be performed:
- a. Change lubricating oil and filters
  - b. Change fuel filters
  - c. Inspect air filter element
  - d. Analyze engine oil
3. Level V maintenance, on an annual basis in April of each year, the following preventative maintenance requirements will be performed:
- a. Full two-hour load test to audit performance through the full power range.
4. Any materials or parts used in complying with contract are to be equal to or better than original equipment.

## **II. Contract Period**

- A. The contract shall be for the period October 1, 2006 and terminating September 30, 2007. The City of Sedona reserves the right to extend the contract period for two (2) two year periods based on the initial bid submitted, should such an extension be mutually agreeable to the City and the contractor.

## **III. Submittal**

- A. The bid must include the following information:
  - 1. Location of primary service office
  - 2. Present hours of operation
  - 3. Qualifications, training and quantity of staff available to provide service
  - 4. Discuss the experience and background of the three employees most likely to respond to service calls
  - 5. Local users/references
  - 6. Source and location of parts and materials necessary to repair and maintain equipment

7. Completed Generator Service Price List (see attached)

#### **IV. Pre-Bid Information**

- A. If you would like to make an appointment to inspect the generators, please contact Randy Scott, Chief Collections Operator at (928) 204-7136 or [rscott@SedonaAZ.gov](mailto:rscott@SedonaAZ.gov).
- B. The proposal must be received in a **sealed envelope marked "Generator Maintenance Bid"** and addressed to Andrea Costello, City of Sedona, 102 Roadrunner Drive, Sedona, AZ 86336, **no later than September 5, 2006 at 2:00 p.m.** Proposals will be opened on September 5 at 2:30 in the City Manager's conference room.

#### **V. Other Information**

1. Contractor Employees & Subcontractor Employees: All employees used on this job by Contractor or Subcontractor doing work within the facility will be required to obtain clearance from the Police Department to do work within the facility.
2. The Consultant will be an independent Consultant. All personnel assigned by the Consultant work shall be, and remain at all times, employees or agents of the management firm for all purposes. The Consultant shall make no representation that it is an employee of City for any purpose.
3. The responding firm shall state that it is in compliance with all state and federal laws.
4. The responding firm shall state that it does not discriminate, hire, discharge, promote or demote in matters of compensation, terms, conditions or privileges of employment against any person, otherwise qualified, on the basis of race, creed, sex, national origin, ancestry, physical or mental ability, color or age, or any other condition or status that is the subject of State or Federal anti-discrimination law.
5. The City reserves the right to reject any and all bids, parts of bids, and re-advertise, or re-solicit bids. Selection of the consultant will be made pursuant to City Code Section 3-4-4 and based on the responsiveness to the proposal.
6. The City reserves the right to require performance and/or payment bonds pursuant to section 3-4-5.
7. Pursuant to City Code section 3-4-1 C, if the price of supplies or materials made with or containing recycled products is within five percent of the price of materials not made with or containing recycled products, the department head or designee may give preference to and purchase the supplies or materials made with or containing recycled products so long as quality or performance are not compromised by such purchasing preference.
8. A contract will be entered into between the City and the successful bidder.

# GENERATOR SERVICE PRICE LIST

(to be attached to the bid)

UNIT #	GENERATOR MAKE	MODEL	RATING	LEVEL I Cost	LEVEL II Cost	LEVEL V Cost
1*	Kohler (liquid propane)	50RZ81	50 KW			
2	Detroit (diesel)	12V92	600KW			
3	Generac (diesel)	SD0125	125 KW			
4	Generac (diesel)	SD030	30 KW			
5	Generac (diesel)	SD080	80 KW			
6	Generac (diesel)	SD050	50 KW			
7	Generac (diesel)	SD060	60 KW			
8	Generac (diesel)	SD060	60 KW			
9	Caterpillar (diesel)	D3508TA	750 KW			
10	Caterpillar (diesel)	D3406	350 KW			
11	Caterpillar (diesel)	D3406B	350 KW			
12	Cummins (diesel)	4BT 3.9	60 KW			
13	Cummins (diesel)	6CTA 8.3	75 KW			
14	Caterpillar (diesel)	XQ125	125 KW			
15	Caterpillar (diesel)	XQ350	350 KW			
16	Onan (diesel)	DGCB3369316	60 KW			
17**	Daewoo (diesel)	4908360100	34.9 KW			
	Per hour emergency service call during regular business hours					
	Per hour emergency service call during overtime hours					

\* This generator is located at the Sedona Police Department.

\*\* This generator is still under warranty and maintenance will not be performed until April 2007.